

KING COUNTY DISTRICT COURT MASTER CALENDAR

MANAGER TRAINING

Overview of Master Calendar

Entry of calendars for year

- a. Judicial Assignments
- b. Calendar Codes (hearing types) associated with best practice
- c. AM and PM calendars
- d. Entry of pro tem
- e. Entry of reason pro tem hired

Access to master calendar page is defined by security level. Changes to the master calendar will be under the direction and approval of Presiding Judge.

Access to Master Calendar

- a. Select Division and Courthouse
- b. Select Master Calendar at bottom of screen.

The screenshot shows a web browser window titled "King County District Court Master Calendar - Microsoft Internet Explorer provided by King County District Court". The address bar shows "http://mastercalendar.metrokc.gov/". The page has a yellow header with the title "King County District Court Master Calendar" and "Current User: KC0kcdadxa". Below the header is a "Calendar" section with a form containing dropdown menus for "Division" (East), "Courthouse" (All), "Jurisdiction" (All), "Type" (All), "Judge" (None), "Date" (6/7/2006), "Days" (14), and "Limit" (Aval), followed by a "Search" button. Below the form is a paragraph of text: "King County District Court has created the Master Calendar system to enable the creation and maintenance of master calendars that empowers the District Court to have calendar assignments for judicial officers and scheduling for hearing types assigned annually and allow the court to determine judicial allocation as needed for court contracts." and a link "For Administrators only: Master Calendar". The Windows taskbar at the bottom shows the Start button, several icons, and open applications including "Inbox - Microsoft Outlook", "Manager Training.doc - ...", and "King County District C...". The system clock shows "10:22 AM".

Schedule Pro Tem:

1. Pro Tem: Select pro tem from list
2. Work Type: Select work type from list
3. Select date and AM and/or PM - enter pro tem and work type
 - a. Hit the box below the Judge box for pro tem
 - b. Hit the box (REG) to record the reason pro tem hired
4. Follow the same procedure for PM calendar if hired for full day.

King County District Court Master Calendar - Microsoft Internet Explorer provided by King County District Court

Address: <http://mastercalendar.metrokc.gov/Admin/MC.aspx>

Current User: KC0kcdadza

Admin Pages

June 2006

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

<< June 5 - June 10, 2006 >>

New Entry Defaults

Judge: None

Work Type: SL-Sick Leave

Pro Tem: ASHER(EMA)

Jurisdiction: Select Jurisdiction

AM Time: 8:00

PM Time: 12:00

Calendar Code: ALL HEARINGS

Filters

Division: East

Courthouse: Bellevue

Courtroom: BE1

Bellevue Courthouse

Courtroom: BE1

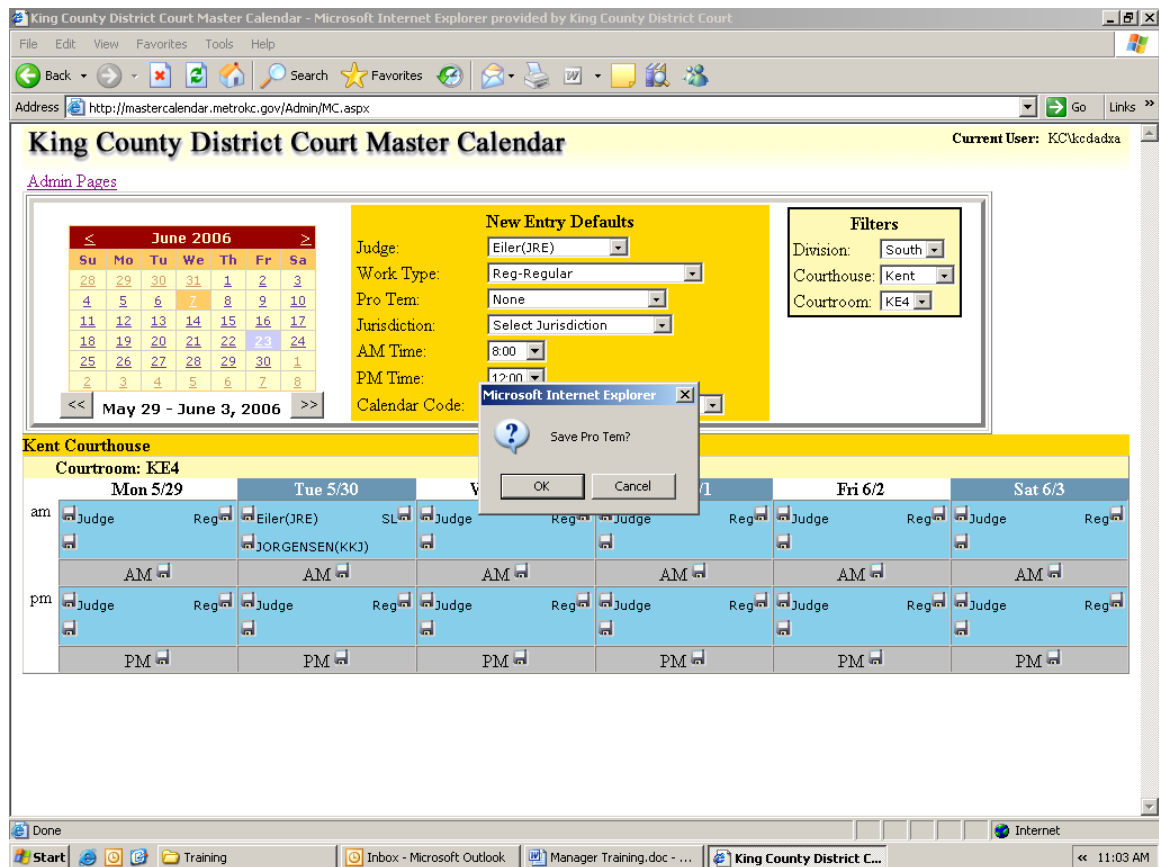
	Mon 6/5	Tue 6/6	Wed 6/7	Thu 6/8	Fri 6/9	Sat 6/10
am	Garrow(JEG) Reg	Garrow(JEG) SL ASHER(EMA)	Garrow(JEG) Reg	Garrow(JEG) Reg	Christie(DMC) Reg	Judge Reg
	AM	AM	AM	AM	AM	AM
pm	Garrow(JEG) Reg	Garrow(JEG) Reg	Garrow(JEG) Reg	Garrow(JEG) Reg	Christie(DMC) Reg	Judge Reg
	PM	PM	PM	PM	PM	PM

Start | Training | Inbox - Microsoft Outlook | Manager Training.doc - ... | King County District C... | 10:34 AM

Entry made on June 6, 2006 AM Calendar

After making entries, always change the "New Entry Defaults" back to 'None' for pro tem or 'Regular' for work type . This is an important step if entering more than one pro tem.

Change pro tem entry: A warning pop up box will appear.



Entries under May 30, 2006 AM calendar.

This example shows the Pro Tem in "New Entry Default" box is set at NONE.
 Example: The judge will not be using pro tem so KKJ should be removed. When Pro Tem box is changed to NONE, the Save Pro Tem = OK (to change to None).

Schedule a hearing: Add/Delete

King County District Court Master Calendar - Microsoft Internet Explorer provided by King County District Court

Address: <http://mastercalendar.metrokc.gov/Admin/MC.aspx> Current User: KC\kcdadza

Admin Pages

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<< June 19 - June 24, 2006 >>

New Entry Defaults

Judge:

Work Type:

Pro Tem:

Jurisdiction:

AM Time:

PM Time:

Calendar Code:

Filters

Division:

Courthouse:

Courtroom:

Kent Courthouse

Courtroom: KE4

Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24
am Phillipson(DEP) Reg State CONTESTED PRELIMINARY 8:45am (48/75) X All Cities IN CUSTODY - FELONY PRELIM 11:00am (0/75) X AM	Seitz(VMS) Reg State MITIGATION 8:45am (28/25) X State MITIGATION 9:30am (25/25) X State MITIGATION 10:15am (26/25) X All Cities IN CUSTODY - FELONY PRELIM 11:00am (0/75) X AM	Thompson(LGT) Reg State CONTESTED PRELIMINARY 8:45am (54/75) X All Cities IN CUSTODY - FELONY PRELIM 11:00am (0/75) X AM	Thompson(LGT) Reg State MITIGATION 8:45am (26/25) X State MITIGATION 9:30am (25/25) X State MITIGATION 10:15am (27/25) X All Cities IN CUSTODY - FELONY PRELIM 11:00am (0/75) X AM	Thompson(LGT) Reg Covington ARRAIGNMENT 8:45am (14/75) X Covington IN CUSTODY 9:15am (0/75) X Covington PRE TRIAL 9:30am (17/20) X All Cities IN CUSTODY - FELONY PRELIM 11:00am (0/75) X AM	Judge Reg AM
pm Phillipson(DEP) Reg Seitz(VMS) Reg Thompson(LGT) Reg Thompson(LGT) Reg Thompson(LGT) Reg Judge Reg					

Start Training | Inbox - Microsoft Outlook | Manager Training.doc - ... | King County District C... | 10:50 AM

Verify the correct Division, Courthouse and Courtroom appear under "Filters"

To enter a Calendar:

1. **Jurisdiction:**
 - a. Select Jurisdiction from list
2. **AM Time**
 - a. Select time
3. **Calendar Code**
 - a. Select hearing code
4. **Under the date and either AM or PM, hit the screen below the date.**

*****It is important to be familiar with the calendar code list used by each court location.**

How to delete Calendar:

The **X** will delete a calendar. A delete warning will pop up.

The screenshot shows the 'King County District Court Master Calendar' web application in Microsoft Internet Explorer. The address bar shows 'http://mastercalendar.metrokc.gov/Admin/MC.aspx'. The current user is 'KC/Kedadza'.

Calendar View: A calendar for June 2006 is displayed, showing dates from June 19 to June 24. The calendar is for the 'Kent Courthouse' and 'Courtroom: KE4'. The calendar shows various hearings, including 'State MITIGATION', 'All Cities IN CUSTODY - FELONY PRELIM', and 'Covington ARRAIGNMENT'. Each entry has a red 'X' icon next to it, indicating it can be deleted.

New Entry Defaults: A form for setting defaults for new entries. The fields are: Judge: None, Work Type: Reg-Regular, Pro Tem: None, Jurisdiction: Covington, AM Time: 8:45, PM Time: 12:00, and Calendar Code: [dropdown].

Filters: A section for filtering the calendar view. The fields are: Division: South, Courthouse: Kent, and Courtroom: KE4.

Delete Hearing Time? Dialog: A small dialog box with a question mark icon and the text 'Delete Hearing Time?'. It has 'OK' and 'Cancel' buttons.

Informational only:

The maintenance of tables will be restricted to specific administrative staff.

Table Maintenance - Administrative function

- a. Jurisdiction
- b. Courtroom
- c. Judge
- d. Pro Tem
- e. Work Type
- f. Calendar Code

Table maintenance will feature add, edit, and delete with a corresponding date of action.

King County District Court Master Calendar - Microsoft Internet Explorer provided by King County District Court

Address: http://its-belskus-ij/KCDC_MC/CalendarCodes.aspx

Current User: KCUCodadxa

Calendar Codes

Calendar Code	Best Practice Count	Active
ALL HEARINGS	25	<input checked="" type="checkbox"/>
ARRAIGNMENT	50	<input checked="" type="checkbox"/>
CITY CONFLICT	25	<input checked="" type="checkbox"/>
CIVIL	25	<input checked="" type="checkbox"/>
CIVIL COLLECTION - FRIEDMAN	50	<input checked="" type="checkbox"/>
CIVIL COLLECTION - O. WALES	50	<input checked="" type="checkbox"/>
CIVIL DEFAULTS	50	<input checked="" type="checkbox"/>
CIVIL DEFAULTS/EXPARTE	50	<input checked="" type="checkbox"/>
CIVIL EXPARTE	50	<input checked="" type="checkbox"/>
CIVIL JURY TRIAL	1	<input checked="" type="checkbox"/>
CIVIL SETTLEMENT	50	<input checked="" type="checkbox"/>
CONTESTED ACCIDENT	15	<input checked="" type="checkbox"/>
CONTESTED FALSE ALARM	15	<input checked="" type="checkbox"/>
CONTESTED HEARING	50	<input checked="" type="checkbox"/>
CONTESTED PRELIMINARY	75	<input checked="" type="checkbox"/>
CONTESTED RADAR	25	<input checked="" type="checkbox"/>
DV	25	<input checked="" type="checkbox"/>
DV ARRAIGNMENT	50	<input checked="" type="checkbox"/>
DV JURY TRIAL	1	<input checked="" type="checkbox"/>
DV MOTION	15	<input checked="" type="checkbox"/>
DV NON JURY TRIAL	15	<input checked="" type="checkbox"/>

New Code

Calendar Code:

Best Practice Count:

[Save New](#)

The Division, Court Location, and Courtroom numbers will be administered by ITS.

KING COUNTY DISTRICT COURT MASTER CALENDAR

Court Staff Training

Overview

URL: <http://mastercalendar.metrokc.gov>

Sign on for reports: Same password as email.

Court Staff:

This administrative tool will be utilized by court staff to view current and future calendars and to search for date(s) to schedule cases by Division, Location, and Courtroom. A tracking system to control calendar load within the Best Practice guidelines will promote case setting efficiencies across the court.

The calendars will be entered for a full calendar year with the following data.

- a. Calendar assignments for courtrooms
- b. Calendar hearing types
 - i. Uniform calendar coding
 - ii. Uniform best practice
- c. Calendar search and scheduling of cases
 - i. Search by jurisdiction, calendar code, judge, date range
- d. Automated download from DISCIS of cases scheduled for calendar control
 - i. Download scheduled nightly
- e. Reports (at first release)
 - i. Print view – weekly calendar
 - ii. Print view – case scheduling list (for staff)
 - iii. Contracting City reports
- f. Enhancement: Automated voucher for payment of pro tem

Judicial Officers:

The master calendar will serve as a tool for judges to view calendars for current and future calendars displaying the jurisdiction, calendar hearing types and number of cases scheduled for AM or PM.

Main introduction

The introduction page will allow access with defined levels of security.

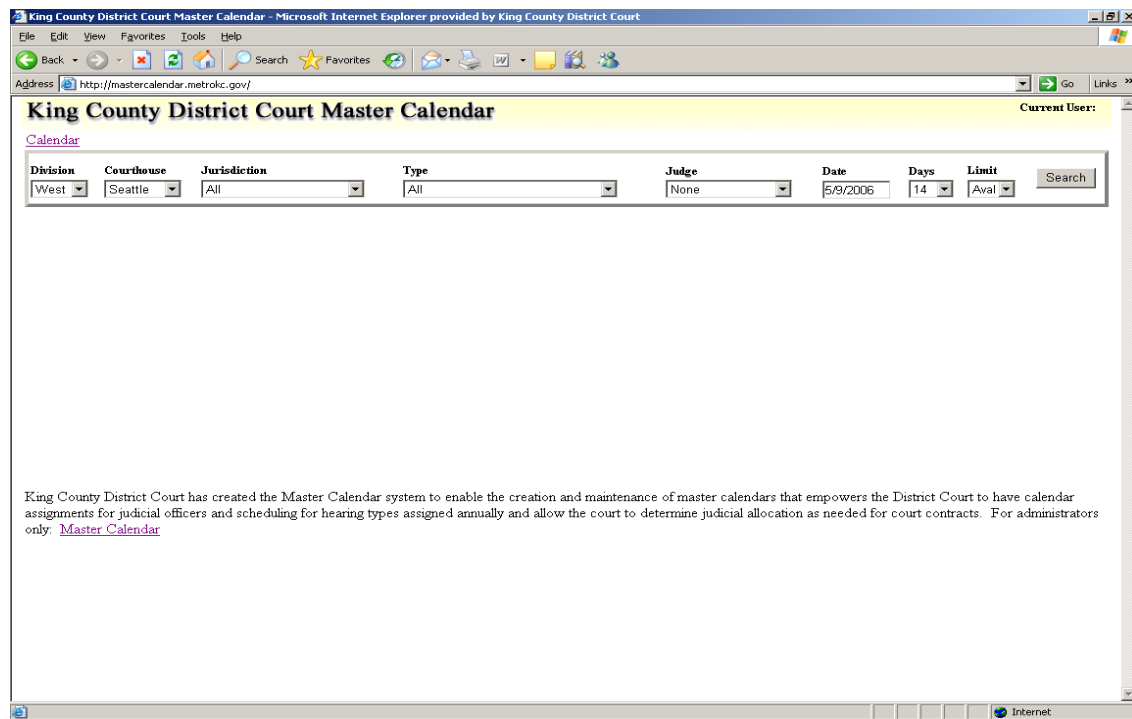
Calendar: Court Staff

Master Calendar: Managers

Select: Division

Select: Courthouse location

By selecting the Division and Courthouse Location the master calendar will retain the selections until changed.



Select: **Calendar**

Selection options:

Division, Courthouse, ALL

Shows all calendars for courthouse location

OR

Division, ALL courthouse locations, ALL courtrooms

Shows all courtroom calendars for all locations

Calendar

King County District Court Master Calendar - Microsoft Internet Explorer provided by King County District Court

Address: http://mastercalendar.metrokc.gov/Calendar.aspx

King County District Court Master Calendar

Current User:

Case Schedule & Search

May 2006

<< May 15 - May 20, 2006 >>

Filters

Division:

Courthouse Location:

Courtroom:

[Calendar Report](#)

Seattle Courthouse

Courtroom: 301

	Mon 5/15	Tue 5/16	Wed 5/17	Thu 5/18	Fri 5/19	Sat 5/20
am	Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	Judge
	State PRE TRIAL 8:45am (39/20)	State MOTION - SHORT 8:45am (15/15)	State ARRAIGNMENT 8:45am (42/75)	State PRE TRIAL 8:45am (37/20)	State MOTION - SHORT 8:45am (15/15)	
	State PRE TRIAL 10:15am (0/20)			State PRE TRIAL 10:15am (0/20)		
pm	Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	Judge
	State SENTENCING 1:30pm (27/10)	State MOTION - SHORT 1:30pm (9/15)	State ARRAIGNMENT 1:30pm (41/75)	State SENTENCING 1:30pm (25/10)	State NON JURY TRIAL 1:30pm (1/15)	
	State REVIEW 1:45pm (0/30)			State REVIEW 1:45pm (0/30)		

Courtroom: 312

	Mon 5/15	Tue 5/16	Wed 5/17	Thu 5/18	Fri 5/19	Sat 5/20
am	Spearman(MCS)	Spearman(MCS)	Spearman(MCS)	Eide(DME)	Stephensen(EDS)	Judge
	State DV REVIEW 8:45am (2/30)	State DV ARRAIGNMENT 8:45am (13/50)	State IMPOUND 8:45am (0/15)	State ARRAIGNMENT 8:45am (37/75)	State ORDERS - AH FULL 8:45am (8/15)	

Navigation:

1. Month calendar arrows
< > (previous month or following month)
2. Week calendar arrows
<< >> (previous week or following week)

Filters selection:

- a. division
- b. location
- c. courtroom

Calendar display:

- a. courtroom
- b. date and time
- c. judge or judge pro tem
- d. time of specific calendars in AM and PM
- e. calendar/hearing type
- f. number of cases scheduled separated by a / mark representing the best practice number.

Calendar allows two methods of scheduling a case for hearing.

Scheduling case method 1: Select specific calendar date/time

1. Select the Division, Location, and Courtroom if known.
2. Select the month/day from the month calendar on top of page. The calendar week will display.
3. Select the hearing type and date/time and put the cursor on the pencil mark. Optional dates to schedule case will appear on left. Case Schedule List will display allowing for entry of case number.

Schedule case method 2: Search for calendar date to set case

Select the Case Schedule and Search method.

Case Schedule and Search

King County District Court Master Calendar

Current User:

[Calendar](#)

Division	Courthouse	Jurisdiction	Type	Judge	Date	Days	Limit	Search
West	Seattle	All	MOTION - SHORT	None	5/9/2006	14	Aval	

Report	Seattle-301	Kato(EAK)	Closed
05/16/06 - 8:45am - MOTION - SHORT - (15/15)			
1	<input type="checkbox"/>	C00577162	D Cox, Sarah Michelle MOT
2	<input type="checkbox"/>	C00586175	D Beauvais, Tanya Marie MOT
3	<input type="checkbox"/>	C00586399	D Koehler, Lee Michel MOT
4	<input type="checkbox"/>	C00554740	D Primeau, Jennifer N MOT
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12	<input type="checkbox"/>	CPS006967	D Cruz Luna, Ismael MOT
13	<input type="checkbox"/>	CQ30593KC	D Ellingson, Craig Steven MOT
14	<input type="checkbox"/>	C00377762	D Duncan, Demetrius Marcell MOT
15	<input type="checkbox"/>	C00552193	D Callins, Ronald Blair MOT

Using the boxes on the search line:

Search for calendar date/time to set case:

1. Select Division
2. Select Courthouse location
3. Select Jurisdiction
4. Select hearing type
5. Select judge - optional
6. Select hearing date range within ____ days.
7. Select avail (available date)
8. SEARCH

The Search will display list of available dates on left side of screen.

Date, time, courtroom, jurisdiction, judge, hearing type, number of cases set/best practice number

Example: 12/15

Note the number of cases set and the best practice number.

The number 12 = number of cases allowed to be set for hearing/calendar type

The number 15 = number of cases allowed under best practice guidelines.

Select a date to set case, put cursor on pencil.

Case setting list will display on right portion of screen.

Enter case number.

Optional methods of reserving calendar slots for calendar control:

Entry of check mark: Enter a check mark - this feature is designed for multiple settings - mitigation settings.

Entry of initials: Enter initials for potential use of date, from arraignment calendar to pre trial date.

When using initials, clerk must go back to date and enter case numbers assigned and remove initials for calendar control.

Once the calendar reaches the best practice total, no additional cases can be added to master calendar. However, cases can be set in DISCIS and will be downloaded.

There is a checkbox on Case Scheduling List to mark calendar “Closed” to lock the ability to enter more cases. This feature is to allow clerk to close off the calendar after calendar has been prepared from the DISCIS printout.

DISCIS Interface

Cases scheduled, rescheduled, or cancelled will be downloaded from DISCIS. The data will be entered into the Master Calendar on a nightly run time.

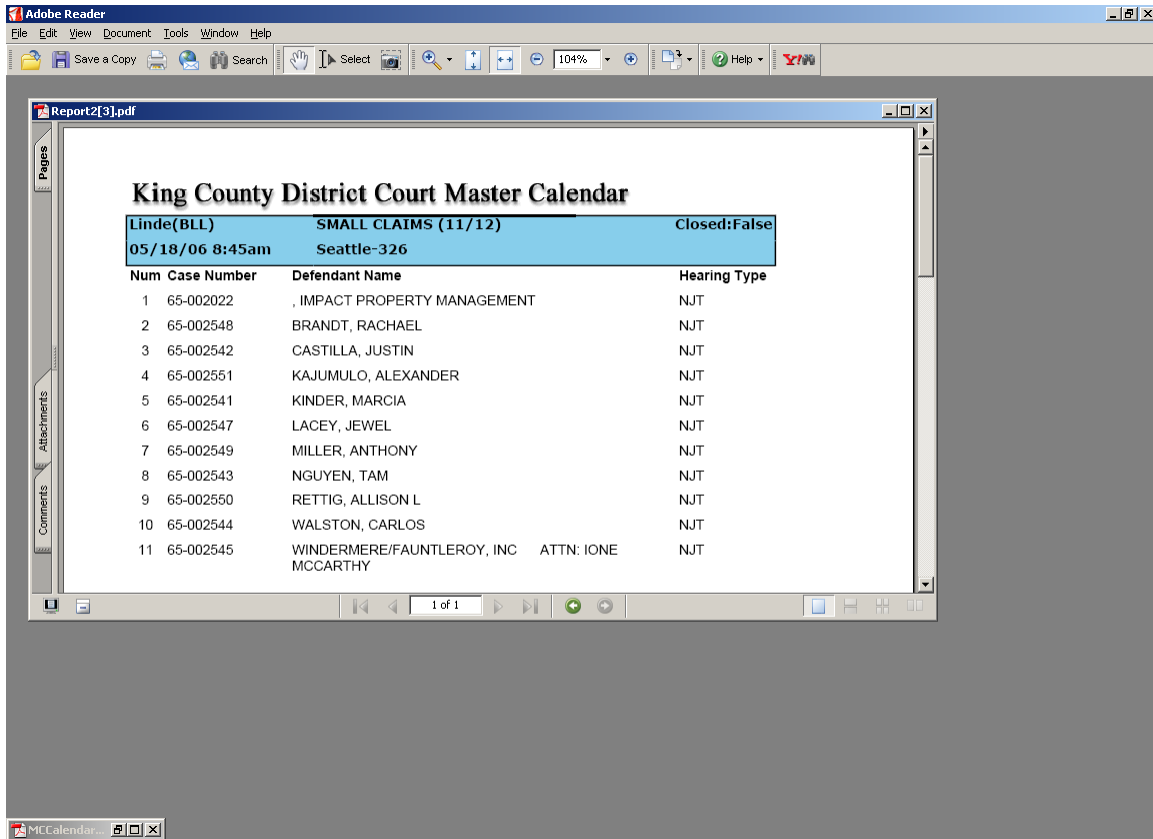
Reports

Calendar Report

Print – Calendar for Week by Courtroom

Seattle					
301					
Mon May 15	Tue May 16	Wed May 17	Thu May 18	Fri May 19	
AM Calendar					
Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	
8:45am (39/20) State PRE TRIAL	8:45am (15/15) State MOTION - SHORT	8:45am (42/75) State ARRAIGNMENT	8:45am (37/20) State PRE TRIAL	8:45am (15/15) State MOTION - SHORT	
10:15am (0/20) State PRE TRIAL			10:15am (0/20) State PRE TRIAL		
PM Calendar					
Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	
1:30pm (27/10) State SENTENCING	1:30pm (9/15) State MOTION - SHORT	1:30pm (41/75) State ARRAIGNMENT	1:30pm (25/10) State SENTENCING	1:30pm (1/15) State NON JURY TRIAL	
1:45pm (0/30) State REVIEW			1:45pm (0/30) State REVIEW		

Print – Case Schedule List



The purpose of printing case scheduling list is for clerk to print and compare cases on master calendar list to cases on DISCIS calendar.

Once this report is printed and calendar data compared to DISCIS data, the calendar box may be marked 'closed'. Refer Case Scheduling and Search screen.

HELP DESK:

Josie Jimenez 206-296-3577 or – e-mail

Darlene Allen 206-296-3575 or – e-mail

KING COUNTY DISTRICT COURT MASTER CALENDAR

Court Staff Training

Overview

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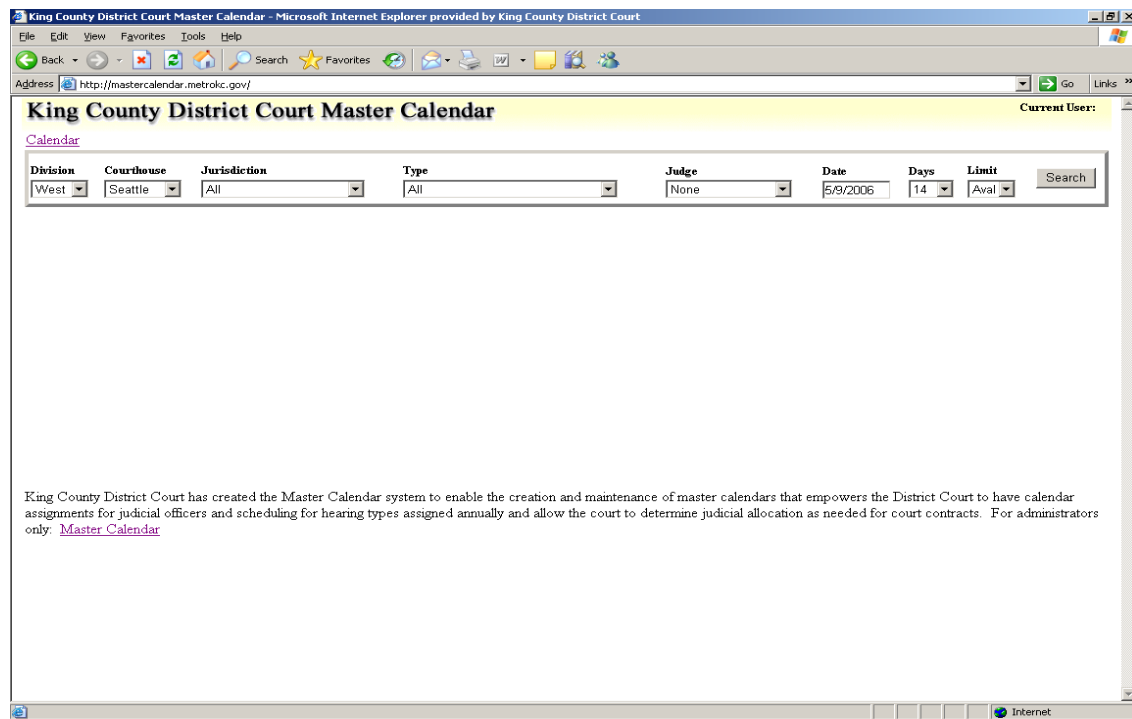
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Master Calendar: Managers

Select: Division

Select: Courthouse location

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Select: **Calendar**

Selection options:

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<< May 15 - May 20, 2006 >>

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Courtroom:

[Calendar Report](#)

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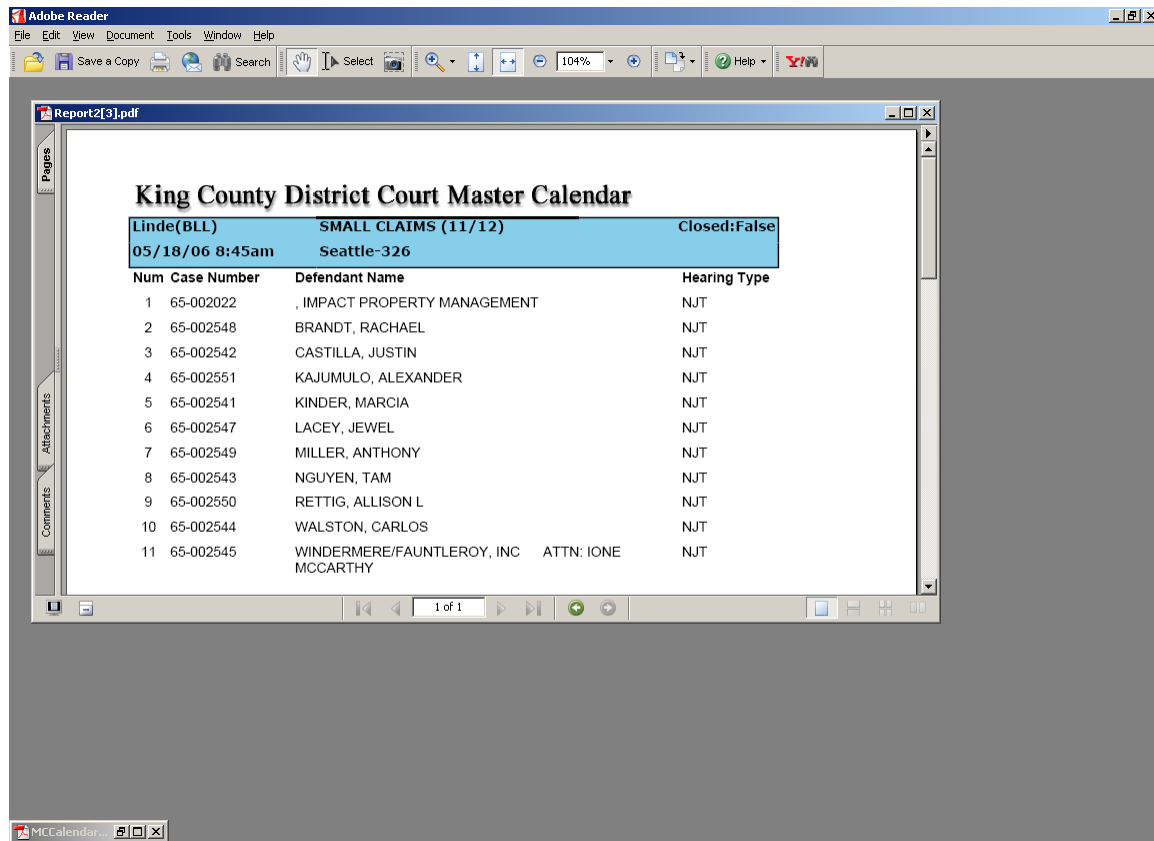
Reports

Calendar Report

Print – Calendar for Week by Courtroom

Seattle					
301					
Mon May 15	Tue May 16	Wed May 17	Thu May 18	Fri May 19	
AM Calendar					
Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	
8:45am (39/20) State PRE TRIAL	8:45am (15/15) State MOTION - SHORT	8:45am (42/75) State ARRAIGNMENT	8:45am (37/20) State PRE TRIAL	8:45am (15/15) State MOTION - SHORT	
10:15am (0/20) State PRE TRIAL			10:15am (0/20) State PRE TRIAL		
PM Calendar					
Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	Kato(EAK)	
1:30pm (27/10) State SENTENCING	1:30pm (9/15) State MOTION - SHORT	1:30pm (41/75) State ARRAIGNMENT	1:30pm (25/10) State SENTENCING	1:30pm (1/15) State NON JURY TRIAL	
1:45pm (0/30) State REVIEW			1:45pm (0/30) State REVIEW		

Print – Case Schedule List



The purpose of printing case scheduling list is for clerk to print and compare cases on master calendar list to cases on DISCIS calendar.

Once this report is printed and calendar data compared to DISCIS data, the calendar box may be marked 'closed'. Refer Case Scheduling and Search screen.

HELP DESK:

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